

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, Inc.  
500 Queen's Landing Drive, Chester, MD 21619  
[www.queenslanding.org](http://www.queenslanding.org) 410-643-5192

## ARCHITECTURAL CHANGE REQUEST (ACR)

Please complete all Homeowner's responsibilities of this form and email it to [office@queenslanding.org](mailto:office@queenslanding.org)

THIS ACR IS NOT CONSIDERED RECEIVED BY THE OFFICE UNTIL OWNER RECEIVES WRITTEN CONFIRMATION. HOMEOWNER MAY NOT BE IN COLLECTIONS AND MUST HAVE NO OPEN VIOLATIONS IN ORDER FOR THIS APPLICATION TO BE CONSIDERED BY THE COVENANTS COMMITTEE.

**Type of Request** (check one box only). If submitting for multiple items and/or multiple disciplines (plumbing, electrical, flooring, etc.) you must submit a separate ACR for each.

- Standard ACR       Landscape       HVAC       Satellite Dish

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Required:

- Application signed by owner and contractor. Application may be submitted as a pdf via email or hard copy sent to the office. Photos of application or supporting documents cannot be accepted.
- Description of changes or modifications
- Photos of area to be changed or modified (Before Photos)
- Contractor's Proposal / Estimate attached
- Copy of the manufacturer's material specifications to include color and provide a sample of materials, if applicable (eg. awning fabric, tile, pavers, concrete coating, lighting, railings, plants)
- All structural, electrical and plumbing projects within the Unit or in the Limited Common Element must be completed by a licensed contractor. County permits are required for all above and must be posted.
- ALL Contractors must provide a copy of their current contractor's license (MHIC where applicable) and a certificate of insurance naming as Certificate Holder: QLCUO, at the above address. Please attach copies to application.
- Any requests to alter the physical appearance of the building require that you submit detailed specifications/drawings from your Contractor with this request.
- If modifications include a structural change an engineering report will be required and is at the cost of the unit owner.

**The application will be returned if all necessary information and signatures are not provided.**

Please provide a narrative description of your proposed changes or modifications:

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List attachments and submittal samples provided with application:

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**FOR LANDSCAPE CHANGE REQUEST USE ONLY**

1. Please refer to the Queen’s Landing website [www.queenslanding.org](http://www.queenslanding.org) under Docs and FAQs for approved shrub list
2. Attach a copy of plat map and provide photos of area to be changed.
3. Attach a drawing to include plans for positive drainage, dimensions, locations of curb stops or utilities if applicable, and placement of plants along with a list of plants you wish to add.
4. Applicants need to discuss application and secure signature of a member of the Landscape Committee prior to submitting this application.
5. **Landscape Committee approval:** \_\_\_\_\_

Signature

Date

**FOR HVAC REPLACEMENT USE ONLY** Please check box if this is an emergency replacement

1. NEW UNIT: Make (I.E Trane, Goodman, Sears): \_\_\_\_\_ Model: \_\_\_\_\_
2. Size OLD UNIT: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_
3. Size NEW UNIT: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_
4. Installation Location: Same as Current System  New Location
5. Please provide a copy of the specifications sheet on the exterior compressor unit.
6. Please provide photos of current system and location. If new location, please include the building plat map and drawing of new location along with photo of area.

**FOR SATELLITE INSTALLATION REQUEST ONLY**

The following items regarding the installation of satellite dishes or antenna MUST be adhered to in order to be in compliance with this Architectural Request:

1. It is the unit owner’s responsibility to inform the Association management of the date and time of the upcoming appointment for installation of the satellite dish or antenna.
2. The unit owner(s) agree that the wires associated with the satellite dish/antenna installation shall be secured and will become the unit owner’s responsibility to maintain.
3. The unit owner(s) agree to make every attempt to avoid placing the satellite dish/antenna in a location that obstructs or somehow interferes with a neighbor’s view and to place the dish/antenna in the rear of the building so it cannot be seen from the front or street side of the building.
4. Satellite Dish CANNOT be installed in the valley of a roof.
5. Satellite Dish/Antenna CANNOT be installed on a neighbor’s roof.
6. Satellite Dish must be removed, and roof repaired upon transfer of title unless otherwise agreed with buyer in the contract.
7. **Unit owner acknowledges the above statements:**

Signature

Date

**MUST BE COMPLETED FOR ALL APPLICATIONS**

**Unit owner must read and initial all statements and acknowledge each by initialing where indicated:**

\_\_\_\_\_ I understand that I must be present at the Covenant’s Committee Meeting, either in person, online or via telephone in order for my application to be reviewed.

\_\_\_\_\_ I understand that I must submit all required documents for my application to be reviewed.

\_\_\_\_\_ I understand that as the unit owner I am required to have my Contractor meet with the Association Manager or her/his designee prior to the start of any work being done on Queen’s Landing property. This ensures that the Queen’s Landing Office has proper Certifications and Insurance documentation on the Contractor.

\_\_\_\_\_ I understand all construction trash/debris must be hauled offsite by the contractor or owner. Community recycle dumpsters, maintenance dumpster and trashcans cannot be used.

\_\_\_\_\_ I understand that I, as the unit owner, am responsible for all costs and any damages resulting from or relating to the installation of the proposed change. I further understand that future maintenance and repair will be in accordance with the Queen’s Landing By-laws, Chart of Maintenance Responsibilities (By-law Exhibit B), and Maryland law should this proposed change be approved.

\_\_\_\_\_ I further understand that responsibility for maintenance and repair of the proposed change shall pass on to all future owners of the unit as stated above.

\_\_\_\_\_ The proposed changes must meet any and all codes, permits or other requirements deemed necessary by County, State or other Governmental authority.

\_\_\_\_\_ I, as the unit owner, will be responsible for complying with all licenses, permits or code provisions as required by law.

\_\_\_\_\_ I, as the unit owner, understand the Queen’s Landing Council of Unit Owners is not responsible for obtaining any permits, licenses or any other requirements controlled by any Government agency / authority.

\_\_\_\_\_ I, as the unit owner, understand that the changes requested ARE NOT AUTHORIZED until the Queen’s Landing Covenants Committee approves this request and I WILL NOT PROCEED WITH ANY WORK UNTIL I RECEIVE WRITTEN APPROVAL.

\_\_\_\_\_ I, as the unit owner, understand that final inspection of the completed project is required and will be completed by Board’s designee.

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

My name and signature below indicate my acknowledgement of all of the above statements and my agreement to comply with all requirements.

\_\_\_\_\_  
**Unit owner** Printed Name and Unit #

\_\_\_\_\_  
**Contractor** Printed Name

\_\_\_\_\_  
**Unit owner** Signature / Date

\_\_\_\_\_  
**Contractor** Signature

\_\_\_\_\_  
**Contractor** Phone                      Email

**FINAL INSPECTION REQUEST:**

Unit Owner: Please return this completed form to the Management Company to request a final inspection:

I acknowledge that the above improvement is complete and ready for inspection.

Unit Address: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature Date

By checking this box owner requests a copy of the completed inspection. You will be contacted with a final inspection date.

**INSPECTION RESULTS:**

**Approved**

**Not Approved**

Inspector: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature Date

Inspection Comments:  
\_\_\_\_\_  
\_\_\_\_\_

## APPEAL PROCESS:

Per Queen's Landing Bylaws 3.18 (b)(5) - Any action, ruling or decision of the Covenants Committee may be appealed to the Board of Directors by any party deemed by the Board of Directors to have standing as an aggrieved party and the Board of Directors may affirm, modify or reverse any such action, ruling or decision. The Owner who submitted the Architectural Change Request Application for approval may appeal a decision by the Covenants Committee to the Board. Such appeal shall be in writing and submitted to the Board with a copy to the Covenants Committee, within thirty (30) days of the postmark on the letter or date of email informing the Owner of the result of the Covenants Committee review. No other person or entity may appeal a Covenants Committee decision. The Board will consider the appeal during executive session immediately following the next regularly scheduled Board meeting, which the Owner may attend.

### Appeals Procedure

- 1. Appeals Board** The Appeals Board will include all Board Members who do not sit on the Covenants Committee. Members of the Covenants Committee who are Board Members shall be deemed to have recused themselves under these procedures.
- 2. Appeal Content Requirement** The Appeal must be in writing and must identify and discuss which of the decisions of the Covenants Committee are being appealed and must contain additional specific information in support of a reversal, including the identification of any provision of the Governing Documents or Architectural rules which the appellant believes has been violated.
- 3. Timing** Appellant has 30 days from the date of the Notice of the Covenants Committee's decision to file a written request with the QLCUO Board of Directors for an appeal of a Covenants Committee Architectural Change Request application decision. Failure to do so will result in the exhaustion of all rights of appeal.
- 4. Review** The Appeals Board may review all findings of fact, staff reports, minutes of Covenants Committee meetings, and materials submitted by any party regarding the application. The Appeals Board, at its discretion, can seek further information through formal or informal discussions with the Covenants Committee, its advisors, the applicant or any other party. The Appeals Board may consider any aspect of Appellant's project, not just issues raised in the appeal. In rendering its decision, the Appeals Board normally will do one of the following: 1) Uphold the decision of the Covenants Committee; or 2) Overturn the decision of the Covenants Committee and a) return the project to the Covenants Committee for further consideration; or b) categorically deny the project as unacceptable in its present form.
- 5. Hearing(s)** At the Appeals Board's discretion, the Appellant or his/her representative may make a presentation of the Appellant's position, such presentation not to exceed 15 minutes.

**Written Decision** The Appeals Board's decision shall be in writing and will be rendered within 30 days of the date of the meeting of the QLCUO Board of Directors at which appeal is received or the Appellant's presentation under Section 5 above.

**REVIEW PROCESS (Committee Use Only)**

Date: \_\_\_\_\_ ACR/Unit #: \_\_\_\_\_

Approved\*  Denied

\*If the application is approved, work must be completed within 365 days of the approval date or approval is automatically rescinded and unit owner will need to resubmit the application.

Committee Vote: For \_\_\_\_\_ Against \_\_\_\_\_

Committee Comments:

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Chairperson, Covenants Committee

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Printed Name Date Signature Date